

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

DRE-Accounting Office  
2201 Broadway  
Sacramento, CA 95818



Employee Name	<u>Davi, Jeff</u>
Expense Dates	<u>03/10/09-03/10/09</u>
Total Expense Amount	<u>188.97</u>
Amount Due Employee	<u>188.97</u>
Form ID	<u>TEA000430615</u>

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/10	Taxi Fare	40.00	
2)	03/10	Lodging	132.97	

TRIP PURPOSE: Speaking Engagement to the membership of Re/Max Masters Realty in San Dimas on 3/10/09.

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved  
by:

  
Barbara J Bigby



Mr Jeff Davi

INVOICE

Room No 616  
Arrival 03-09-09  
Departure 03-10-09  
Page No 1 of 1  
Cashier N 105  
Folio No. 38328

Date	Text	Charges	Credits
03-09-09	Room Charge	<del>149.50</del> 110.00	
03-09-09	Business Tax	1.79	
03-09-09	Transient Occ. Tax	21.18	
03-10-09	American Express		<del>172.47</del>
Balance			0.00

Thank you for staying with us.

SIGNATURE: \_\_\_\_\_

Transaction  
Approval Code  
Approval Amount

PASSENGER'S RECEIPT, TAXI CAB FARE

Members of the Sacramento Independent Taxi Owner's Association appreciate your business. We wish to continue to serve you in a timely, professional manner. If you have any suggestions, comments or complaints Please call: (916) 457-4862



Look for this symbol on the windshield as your Assurance of Quality Services.

Driver's Name.

AZIZ

Taxi Name & No.

TAXI ON TIME #4

Business Phone.

(916) 613-8666 Thank You

Date: 03 / 10 / 2009  
Fare: 40 -  
Other: -  
Total: 40

9360 Wilshire Boulevard, Beve

UP TO FOUR PEOPLE CAN SHARE THE RIDE TO DOWNTOWN AREA.

FROM: SAC INT Airport TO: JRE

# **Travel & Expense Account Summary**

Employee Name                      Jeff Davi  
Expense Dates                      03/10/09-03/10/09  
Report Name                        March 9-10, 2009

Request Total \$      188.97  
Direct Charge Total -      0.00  
Travel Advances -      0.00  
Net Due Employee = 188.97

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	3-10-09	188.97

NOTE: (d)=Direct Charge

DATE	Tue Mar 10									TOTAL
Taxi Fare	40.00									40.00
Breakfast	6.00									6.00
Lunch	10.00									10.00
Lodging	132.97									132.97
<b>TOTALS \$</b>	<b>188.97</b>									<b>188.97</b>

## Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	3-10-09	03/10/09	Taxi Fare	40.00	Cash
Regular Travel	3-10-09	03/10/09	Breakfast	6.00	Cash
Regular Travel	3-10-09	03/10/09	Lunch	10.00	Cash
Regular Travel	3-10-09	03/10/09	Lodging	132.97	Cash